

# Preparing for upgrade day



## Launch day

On your scheduled upgrade date, you and your learners will automatically be upgraded and all of your history will be transferred over to LinkedIn Learning. Remind your admins and learners that they may not be able to access either Lynda.com or LinkedIn Learning for up to 18 hours as data is migrated.

## Activating LinkedIn Learning

Activate your LinkedIn Learning admin account by clicking the link in the confirmation email you'll receive once the upgrade is complete. Your learners will also receive a confirmation email that will allow them to activate their new LinkedIn Learning account.

The username you use to sign in to LinkedIn Learning may be different than the username you used for Lynda.com. Follow the steps provided to sign in or create a LinkedIn account.

### Activation tip

Remind and encourage your learners to sign in and activate their new LinkedIn Learning accounts. Learners who sign in to Lynda.com will be automatically redirected to LinkedIn Learning.

The screenshot shows a verification screen for creating a LinkedIn Learning account. At the top, there is a Lynda.com profile icon followed by a plus sign and the LinkedIn logo. Below this, the text reads: "To get started, create a LinkedIn Learning account. Your learning data will be automatically transferred from Lynda.com. Your organization can continue to access or retain your learning activity." The next line says: "To confirm your identity, please enter your email to receive your verification code." There is an input field containing the email "slimb@linkedin.com". Below the input field is a blue button labeled "Send verification code". Underneath that are two more input fields: "New Password" and "Confirm New Password". At the bottom of the form are two buttons: a light blue "Create" button and a smaller blue "Cancel" button.

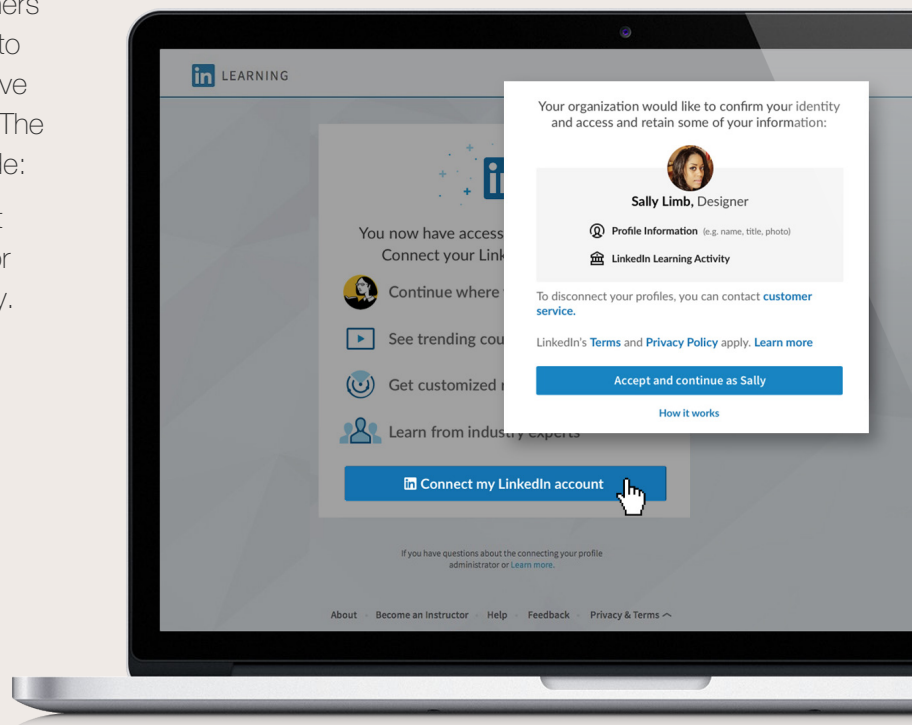
The screenshot shows a confirmation screen for connecting a LinkedIn account. At the top, there is a LinkedIn logo surrounded by small blue plus signs. Below the logo, the text reads: "You now have access to LinkedIn Learning. Connect your LinkedIn account and:". There are four items listed with icons: 1. A Lynda.com profile icon with the text "Continue where you left off on Lynda.com". 2. A play button icon with the text "See trending courses for your profession". 3. A smiley face icon with the text "Get customized recommendations". 4. A person icon with the text "Learn from industry experts". At the bottom of the screen is a blue button labeled "Connect my LinkedIn account".

## Connecting your LinkedIn profile during activation

During the activation process, you and your learners will have the option to connect a LinkedIn profile to your LinkedIn Learning account. If they do not have a LinkedIn profile, they will be able to create one. The benefits of signing in with a LinkedIn profile include:

- A more personalized learning experience that includes special course recommendations for learners based on job title, skills, and industry.
- Discoverable and relevant learning content within the LinkedIn.com experience (e.g., in the feed) to keep learning top of mind and drive more engagement.

When you connect your LinkedIn profile, you can rest assured that only your learning data will be shared with your employer. No other data from your LinkedIn profile will be accessible or shared. See the [details of the Privacy Information here](#).



Learners who choose to opt out of using their LinkedIn profile will create a separate LinkedIn Learning account that is not connected to LinkedIn.com.

## Upgrade day checklist

### Admin action steps

- On the day prior to your upgrade, remind your admins and learners that they **may not be able to access either Lynda.com or LinkedIn Learning for up to 18 hours**.
- Activate your LinkedIn Learning admin account by clicking the link in the confirmation email you'll receive once the upgrade is complete.
- Remind and encourage your learners to sign in and activate their new LinkedIn Learning accounts.

### Reminder

On your scheduled upgrade date, you and your learners will automatically be upgraded to LinkedIn Learning. The exact duration of the downtime will be determined by how much data is migrated, not to exceed 18 hours.